



Approved for Release
Deborah A. Jefferson
Director for Human Resources
Management

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Date

**DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT**

HUMAN RESOURCES (HR) BULLETIN #020, FY06

SUBJECT: Area of Consideration for Vacancy Announcements and Consideration of Eligible Candidates

EFFECTIVE DATE: Upon release of the Human Resources (HR) Bulletin

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: N/A

BACKGROUND: Recent feedback from the Office of Personnel Management (OPM) audit closeouts recommends attending to two areas of staffing -- the area of consideration for advertised vacancies and the consideration of eligible candidates.

PURPOSE: To ensure that all HR Offices are recruiting qualified individuals from appropriate sources and to ensure that applicants receive fair treatment in the selection process.

PROCEDURES: HR offices must ensure that all vacancy announcements are advertised to the broadest area of consideration. This means posting internally as well as externally (All Sources) for a minimum of 10 business days. When discussing staffing needs, HR offices will advise selecting officials that an announcement **must** be posted both internally and externally to yield the largest pool of qualified candidates. This requirement is outlined in the revised Department Administrative Order (DAO), which is forthcoming.

In addition, since preference and nonpreference eligibles are often times listed on both merit assignment and delegated examining certificates, it is prudent to encourage managers to give equal consideration to all candidates. If a selecting official would like to remove a candidate from consideration, the HR office must follow the established procedures to remove the candidate from that certificate. An objection will be sustained only if it is based on proper and adequate reasons. The procedures to object/passover to an eligible candidate on a delegated examining certificate are outlined in the Delegated Examining

Operations Handbook. To object to a preference eligible, refer to the following link to view Human Resources Bulletin #001, FY05, Process for Adjudicating Cases Involving Preference Eligibles: http://ohrm.os.doc.gov/static/PROD01_001039.pdf

We expect such occurrences to be rare. But as a reminder, all requests to pass over a 30 percent or more disabled preference eligible must be forwarded to the Director for Human Resources Management for review. The justification supporting the selection of a nonpreference eligible over a preference eligible that is less than 30 percent disabled, must be reported to the Director for Human Resources Management within 5 working days of the action for Departmental oversight. The Department is committed to ensuring the rights of all eligible candidates are not violated.

REFERENCES: Department Administrative Order 202-335, Merit Assignment Program, Human Resources Bulletin #001, FY05, Delegated Operations Handbook, 2003

OFFICE OF POLICY AND PROGRAMS: Felicia Purifoy, Director,
fpurifoy@doc.gov, (202) 482-5291

PROGRAM MANAGER CONTACT INFORMATION: Latasha Ellis, lellis@doc.gov,
(202) 482-6187